

14 June 1954

OPM 20-660-3


OFFICE OF PERSONNEL MEMORANDUM NO. 34-54

SUBJECT: Red Cross Blood Donor Campaign

1. The Office of Personnel has been scheduled to participate in the Red Cross Blood Donor Campaign on 30 June 1954. In view of the importance of this program both as a regular and continuing peacetime need and a preparatory measure for civil defense or other emergencies, it is desired that all Division and Staff Chiefs make it possible for all members of their units to participate by employing a liberal policy in permitting absences for this purpose.

2. Busses will transport Office of Personnel members from Curie Hall to the Red Cross Blood Donor Center downtown and return. The period of absence should average an hour or an hour and a half and annual leave will not be charged for such absences.

3. A member of each Division and Staff will be designated by the Division or Staff Chief to prepare lists of donors. Volunteers will be notified prior to 30 June of the time at which their donation has been scheduled.

  
George E. Meloon  
Deputy Assistant Director  
for Personnel

DISTRIBUTION: All Office of Personnel Employees

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